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WGDSI-MIN-4  
23 Mar 1957

IAC - AHIP  
Working Group on Document Security Indications

Minutes of Fourth Meeting, 21 March 1957

Members Present

STATE - George A. Smell  
ARMY - CWO Louis C. White  
NAVY - Ens. Ronald E. Neaton  
AIR - Maj. Charles Maggio  
CIA - 

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Action

1. The Group met at 1430 hrs. in Room 101, 350 26th. St.
2. The Chairman distributed draft copies of a CIA prepared document summarizing and comparing document security indications marking requirements of the IAC Agencies. (Tab A) This was read, studied and discussed. Several minor modifications were then made. CIA's comments, notes on inconsistencies and proposed recommendations on the draft were also discussed, item by item, at some length.
3. Subject only to final internal coordination (mainly within State) the modified draft was then accepted for presentation to AHIP at its 25 March 1957 meeting as representing WGDSI's tentative findings. (Tab B)
4. The Chairman then proposed that at such time as a final report is made to AHIP it include the following general recommendations:

"To best insure consistency in the manner of marking defense information classifications of documents prepared and/or exchanged within the intelligence community, WGDSI recommends that member agencies:

1. Insure that classifications and control stamps, no matter how applied, be bold, conspicuous and noticeably different from the text.
2. Prefer red classification markings, except on printed matter when text and classifications are produced simultaneously.
3. Promote the use of reproducible black offset stamp pad ink to affix classifications and control stamps to direct image offset masters.

WGDSI-MIN-4  
23 Mar 1957

23 Mar 1957

Page # 2.

4. Promote the use of pre-printed classification plates to affix classifications and control stamps to ditto masters.
5. Permit and encourage the use of stenciled markings on mimeographed stencils to obtain an effect similar to stamping.
6. Discourage the preprinting of classifications or control stamps as an unnecessary added expense, substituting classification plates, stenciled markings and reproducible ink stampings.
7. Discontinue typing classifications and control stamps.
8. Consistent with security requirements, promote the use of labor saving methods and techniques in classifying and control stamping documents."

This proposal was accepted subject only to final internal coordination by member agencies.

5. Various methods of systematically reporting for remedial action, deficiencies in Document Security Indications were discussed without reaching any decision. Included were:

- a. Continuation of WGDSI to receive and investigate reports of deficiencies and recommend action.
- b. Direct reporting to AHIP members; correction thru AHIP channels.
- c. Use of Security channels.
- d. Use of Library or other collection/dissemination channels.
- e. As part of the reports evaluation process.

6. It was agreed to meet again at 1430 hrs. in Room 101, 350 26th St. to resolve the above problem and to prepare a final report to AHIP.

7. The meeting was adjourned at 1645.

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Attachments

Chairman, WGDSI

A - CIA Draft-Doc. Mark. Req.  
 B - WGDSI modification of A.

WGDSI-MIN-4

23 Mar 1957

Page # 2.

O-F-F-I-C-I-A-L U-S-E O-N-L-Y